

CITY OF ST. LOUIS
BOARD OF ALDERMEN
REQUEST FOR PROPOSALS

FOR: 2022 PROGRAMS TO REDUCE CRIME
AMONG AT-RISK YOUTH

ISSUED: September 15, 2021

PROPOSALS DUE: NO LATER THAN 4:00 P.M. CST on
Friday, October 15, 2021

Please have a copy of the RFP in front of you before you begin the online application. All submissions are final. Please review application before submission, you will not be able to return to this form at a later date. All proposals must be received by the deadline. All submissions must be conducted through the webpage provided. Proposals must include a concise and thorough response to the RFP. Please direct questions to Ben Gigli, Department of Public Safety, by email at Giglib@stlouis-mo.gov or at (314) 622-3391.

Applicants may find the online submission page through the following link.
www.stlouis-mo.gov/youth-at-risk/

PURPOSE

The Public Safety Committee of the Board of Aldermen is seeking proposals for crime prevention programs from qualified not-for-profit organizations serving at-risk 11- to 24-year-old youth. For the purposes of this RFP, crime prevention programs are defined as programs that, on either an individual or a group level, work to reduce the likelihood of youth involvement in criminal activity.

Proposals should utilize a culturally cognizant, community-based approach to prevent or deter all forms of crime with a preference for proposals focusing on reducing murder, assault, and gang activity. Proposals may also seek to establish, develop, and instill life skills that encourage and prepare youth for future opportunities.

The City of St. Louis has approximately \$936,000 available to appropriate for these crime prevention programs. An award range of \$15,000 to \$200,000 has been established for proposals submitted pursuant to this RFP. Last cycle, the average amount of funding awarded per awardee was approximately \$60,000. The Selection Committee may offer all of, a portion of, or none of the funding initially requested in the proposal. If partial funding is offered, you will be required to submit a revised scope of work and corresponding budget based upon the reduced funding offered.

The contract developed pursuant to this RFP shall become effective on or about January 1, 2022 and shall be in effect for one year. However, contracts may be terminated by the City of St. Louis upon thirty days written notice.

PROPOSAL INSTRUCTIONS & REQUIREMENTS

Submitted proposals are **due Friday, October 15, 2021.**

Please allow up to 2 hours to complete application. Before beginning the online application, please ensure you have read the RFP and all attachments are ready for submission. It is recommended that applicants preview the webpage before beginning.

All submissions are final, applicants will not be able to return to the webpage at a later date.

Answers to the questions in Attachment #1 and Attachment #2 require narrative responses. Answers to the question in Attachment #3 require narrative responses, and resumes for key administrators and any necessary memoranda of agreements must be included within Attachment #3. Attachment #4 requires inclusion of an overall agency and proposed program budget. Attachment #5 through Attachment #8 require the submission of specified documentation. All Attachments are required in order to complete a submission to the RFP and be considered for Youth at Risk Funding.

ATTACHMENT #1: YOUR ORGANIZATION 6 PAGES MAX

- 1) What is the history of your organization? Where applicable, please provide specific information regarding minority and women ownership of, and participation in, the organization.
- 2) What are your current programs, and what is the target audience of those programs?
- 3) How has your background and experience prepared you to successfully execute this proposed programming?

ATTACHMENT #2: PROPOSED PROGRAM 8 PAGES MAX

- 1) Please thoroughly describe your proposed program and its scope of work. How is it intended to help reduce the likelihood of youth involvement in criminal activity?
- 2) What is your organization's 3- to 5-year vision? If you have previously participated in the Youth at Risk funding program, please describe your program's success and how your vision has been met or adapted.
- 3) How will you identify, recruit, and retain at-risk youths aged 11 to 24?
- 4) Who will administer and staff your proposed program? Please include an organizational chart with job titles and job descriptions, and identify minority/women participants who will have direct contact with the youth.
- 5) What resources will the proposed program require or utilize? Please indicate all likely expenses that will be reflected on your proposed budget.
- 6) What are your program goals and objectives?

ATTACHMENT #3: PROGRAM ADMINISTRATION AND SUPPORT

- 1) Will you partner with another party to provide the proposed programming? If yes, include documentation of all collaborative agreements, memoranda of agreement, subcontracts, etc.
- 2) Please also include resumes for key administrative personnel working with this program. Resumes should not exceed 1 page per staff member.

ATTACHMENT #4: BUDGET

Complete the budget template below. The budget must include a firm, fixed bid for completion of all tasks identified within your proposal. Additionally, you should list any other sources of funding that you have already secured specific to the program you intend to use Prop S funding for. Your proposed budget should accurately reflect the goals and needs of your proposed program.

	Current Agency Budget	Proposed Prop S Program Budget
Contributions		
Special Events		
Corporate/Foundation Grants		
Government Grants/Fees		
Program Service Fees		
Investment Income		
Miscellaneous/Other		
TOTAL UNRESTRICTED REVENUE		
Staff/Contractor Salaries & Fringe Benefits		
Taxes		
Other Direct Operating Expenses (i.e. Supplies, Equipment, Transportation, etc.)		
Occupancy & Facility Related Expenses (i.e. Rent, Utilities, etc.)		
Direct Assistance to Individuals (i.e. Gift Cards)		
Dues to National Organization		
Depreciation		
TOTAL EXPENSES		
Increase (Decrease) in Unrestricted Net Assets		

ATTACHMENTS #5 - #8: REQUIRED DOCUMENTATION

- 1) IRS Tax Determination Letter designating the organization as not-for-profit
- 2) St. Louis City Graduated Business License.
Please note the City of St. Louis License Collector may grant 501(c)3 organizations exempt status from the Graduated Business License Tax upon request. Contact the License Collector's Office at (314) 622-4528 for instructions on how to obtain an exemption or to confirm that you have an exemption on file.
- 3) Most recent Federal 990 form (**do not include supporting schedules**)
- 4) A Letter of Intent or an ACORD Form
The Letter of Intent or the ACORD Form must be issued by an insurance company(s) authorized to do business in Missouri and must state its willingness to insure the Contractor pursuant to the terms of the contract developed pursuant to this RFP. **The Insurance document must have 'City of St Louis' as an additional insured**

GENERAL TERMS, LIMITATIONS, & MISCELLANY

The term “page” shall mean 8.5 x 11, 12 Pt. font.

Upon award of a contract, the Contractor shall procure and maintain, at the Contractor’s expense, the following insurance coverage for the period of the contract. Certificates of Insurance (ACORD Form) evidencing the policy dates and amounts of such insurance coverage must be provided to the City of St. Louis prior to execution of the contract.

- 1) Workers’ Compensation Insurance as required by the State of Missouri
- 2) General Liability Coverage insuring property damage and injury to persons of at least \$1,000,000.00 each occurrence/\$3,000,000.00 general aggregate
- 3) Automobile/Motor Vehicle Coverage (including non-owned and hired vehicle coverage) of at least \$500,000 personal injury and \$500,000 property damage; or of at least \$1,000,000 combined limit

Insurance policies provided shall name “The City of St. Louis” as an **additional insured** to the policy, and all policy coverage shall be primary and non-contributory.

The Contractor’s insurance provider shall be authorized to transact business in the State of Missouri, and registered with the Missouri Department of Insurance - Financial Institutions & Professional Registration. In addition, the Insurance company must have a financial strength rating of “A-” or better and a financial class size IV or greater as indicated in A.M. Best’s Key Rating Guide (<http://www.ambest.com/home/default.aspx>).

The Office of the Director of Public Safety is required to ensure that all organizations awarded a contract are current on all applicable taxes prior to release of funds. Please ensure that your organization is registered with, and not in arrears per the Collector of Revenue, City of St. Louis.

Organizations that are selected for funding will be provided with a template to submit the required monthly invoices and progress reports. Contractors may seek reimbursement on a monthly or quarterly basis. The City may also conduct site visits to monitor service delivery and progress toward goals as set forth in the contract.

This RFP does not commit the City of St. Louis to award a contract or to pay for costs incurred in the preparation of a proposal or to procure or contract for service in connection therewith. The City of St. Louis reserves the right to accept or reject any or all proposals received as a result of this request, or cancel in part or in its entirety this RFP.

All proposals shall become the property of the City of St. Louis upon submission.

SELECTION CRITERIA

The following criteria will be used to determine which of the proposals submitted pursuant to this RFP are most advantageous to the City.

- 1) Specialized experience, qualification, and technical competence/approach of the organization, its principals, and staff as detailed in the proposal.
- 2) Ability of the organization to provide programming and services that address the specific needs of the youth through practicable, innovative solutions that focus on endemic issues among underserved populations. Eligible needs include:
 - a) Academic success
 - i) Absenteeism or tardiness reduction efforts/programs
 - ii) Suspension or expulsion alternatives/support
 - iii) Academic performance.
 - b) Child Safety
 - i) Children in foster care (support to children in care, their families, and reunification efforts)
 - ii) Trauma-informed services for children and youth and their families
 - iii) Family-centered services for children at risk of being put into foster care.
 - c) Justice-Involved or At-Risk Youth
 - i) Substance abuse prevention programming
 - ii) Support for youth in confinement or arrested
 - iii) Alternatives to arrest/confinement
 - iv) Juvenile-court involved children, youth and families.
 - d) Employment/Life-Skills
 - i) Career centered internships
 - ii) Exposure to professional environments
 - iii) Stipend supported summer youth employment
 - iv) Financial literacy.
 - e) Cultural Enrichment
 - i) Self-esteem
 - ii) Character
 - iii) Personal development.
- 3) Articulation and clarity of processes used to collect, analyze and report impact, progress, and outcome data/metrics. The City anticipates that successful contractors will provide quantitative or qualitative data in correlation with the services provided. NOTE: Since data/metrics may be challenging for some organizations, the City may be willing to support organizations that need technical assistance/guidance in tracking metrics.
- 4) The capacity and capability of the organization to perform the work within the calendar year.
- 5) Past record and performance of the organization (if applicable) with respect to quality of work and measured outcomes, including any past relevant record of performance of individual directors, principals or staff.
- 6) Proximity of the organization to the neighborhoods to be served.
- 7) Ability of the organization to meet statutory or ordinance requirements.

- 8) Percent of budget dedicated to directly serving youth.
- 9) Proportionality of funding requested to services provided. Organizations that are found to have requested an exorbitant level of funding relative to their capacity or in relation to the number of youths to be served will not garner the committee's support.
- 10) Minority and women participation in and ownership of the organization, specifically as it applies to the proposal and direct contract with the youth.
- 11) Partnership – as appropriate – with City of St. Louis recreation centers and facilities that connect the youth with their communities.
- 12) Organizations that can outline their strategic vision and long-term commitment to youth in the City of St. Louis through enduring programs.